

APPROVED

# CASA ACADEMY

## Minutes

### Annual Event Committee Meeting

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#### **Date and Time**

Wednesday October 18, 2017 at 12:00 PM

#### **Location**

(712) 775-7031 Meeting ID: 356-190-185 Host PIN: 5293

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CASA Academy Governing Board meetings will take place at the CASA Academy campus (1500 W Maryland Ave, Phoenix, AZ 85015). Per A.R.S. § 38-431.02, notice of meetings for CASA Academy and any of its committees will be posted on this website. Notices will also be posted in the front office of CASA Academy (1500 W Maryland Ave, Phoenix, AZ 85015), which is open from 8:00 am to 4:00 pm, Monday through Friday.

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#### **Committee Members Present**

C. Chavez, D. Brown, J. Leahy, M. Dahlen

#### **Committee Members Absent**

R. Lutowsky

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### **I. Opening Items**

#### **A. Record Attendance and Guests**

#### **B. Call the Meeting to Order**

J. Leahy called a meeting of the Annual Event Committee Committee of CASA ACADEMY to order on Wednesday Oct 18, 2017 at 12:00 PM.

#### **C. Approve Minutes**

M. Dahlen made a motion to approve minutes from the Annual Event Committee Committee Meeting on 09-11-17 Annual Event Committee Meeting on 09-11-17.

D. Brown seconded the motion.

The committee **VOTED** unanimously to approve the motion.

## II. Annual Event Committee

### A. Basic Details

Jenna will reach out to PCDS and SOV to see if we can have the event there.

If not, we will approach board for free industrial event space at November Board meeting.

Crystal will send Jenna "one day" event themes by 10/20/17. Jenna and Crystal will reach out to graphic designer friends about logo.

### B. Recruiting new members for committee

Jenna will approach Brooke Machen about joining the committee.

### C. Finalizing Materials for Sponsorship Requests

This will be done once the event theme name and logo are created.

### D. Action steps for next meeting

Sponsorships

Event space

Continue collecting catering bids

## III. Closing Items

### A. Adjourn Meeting

M. Dahlen made a motion to adjourn the meeting.

D. Brown seconded the motion.

The committee **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:27 PM.

Respectfully Submitted,

J. Leahy